RECEIVED BY: SECRETARY OF THE SENATE

RE-2 Employee Post Travel Disclosure of Travel Expenses

Post Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building. This form is a public disclosure. The form and all attachments will be made publicly available.



2023

Certification:In compliance with the Regulations Governing Privately Sponsored Travel, Senate Rule 35, and the Honest Leadership and Open Government Act of 2007, I certify that I accepted the following gift of privately sponsored travel:

Private Sponsor(s):

Travel Dates:

Senate Working Group

04/27/2023 to 04/29/2023

Name of accompanying family member (if any):

Relationship to Traveler:

Expenses

Transportation Expenses

Lodging Expenses

Meals Expenses

Other Expenses (Amount & Description)

\$330.12

\$192.00

\$186.00

\$0.00

I also certify that attached to this form are all required documents for post travel disclosure, including:

- The final Employee Pre-Travel Authorization (Form RE-1)
- The final Private Sponsor Travel Certification Form with all attachments
- · The final invitation
- · The final approved itinerary

Finally, I certify that all trip information reflected in the attachments above accurately reflects the travel that I accepted. If there were any changes to the trip after I received approval from the Committee, the changes are described in ATTACHMENT 1.

5/9/23

Date

JOHN CONNELL

Printed Name of Traveler

Signature of Traveler

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

5/9/23

Date

Signature of Supervising Senator(Officer

ATTACHMENT 1 - CHANGES FROM APPROVED PRE-TRAVEL

Note: Material changes to a trip that occur after the Committee has issued an approval letter may invalidate the Committee's approval. Please contact the Committee with any questions regarding changes to an approved trip. Were there any changes to the pre-approved travel expenses? (Transportation, Meals, Lodging, Other)? Yes **Revised Amount** Explanation **Expense Change** There were no changes to pre-approved travel expenses. Were there any changes to the pre-approved itinerary? Yes **⊘** No **Explanation:** There were no changes to the pre-approved itinerary. Were there any additional changes to the pre-approved trip? O Yes ✓ No **Explanation:** There were no additional changes to the pre-approved trip.

RE-	11	Emp	olo	yee	Pre-	Travel	Auth	orizati	or
-----	----	-----	-----	-----	------	--------	------	---------	----

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved.

Date/Time Stamp

Name of Traveler:

JOHN CONNELL

Employing Office/Committee:

YOUNG, TODD

Private Sponsor(s):

Senate Working Group

Destination(s):

White Sulphur Springs, West Virginia

Travel Dates:

04/27/2023 to 04/29/2023

NOTE: If you plan to extend the trip for any reason you must notify the Committee.

Explain how this trip is specifically connected to the traveler's official or representational duties.

COS Annual Summit

Do you have an accompanying family member or spouse on this trip?

Name and Relationship to Traveler:

Signature of Employee

N/A

No

i certify that the information contained in this form is true, complete and correct to the best of my knowledge

4/19/23

Date

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER

(President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain)

Jenator Toda Young

hereby authorize

(Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate.

(signify "yes" by checking box)

9/23 Date

ignature of Synanyising S

Phone Number

8583360293

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Senate Working Group: Senate Republican Chiefs of Staff & Committee Staff Director's Summit

ies:

Organization URL

https://www.senateworkinggroup.org

Date: May 09,

0000002630	RECEIVED BY: SECR	ETARY OF THE SEN	ATE	Date: May 09,	202
History of Congressi	onal Travel				
Senate Working Group is	a newer organization, created on Octo	ober 8, 2021. In addition to h	nosting events in V	Vashington, D.C.,	
Senate Working Group ho	osted the 2022 Senate Republican Chi	iefs of Staff and Committee S	Staff Director's Syr	mposium at the	
	rch 24-26, 2022 along with the Senate	Republican Banking Commi	ittee Staff Summit	in New York, New	
York on September 29-30), 2022.				
		,			
Educational Activities	S				
Senate Working Group pr	rovides educational trainings, as well a	s hosts widely attended ever	nts throughout the	calendar year. These	
	offered to all Senate staff, from Chiefs				
				•	
obbyist Registration Sta	n Agent Registration Informat	Foreign Agent Registr	n principal and do	ertify that the sponsor is not retain or employ an	
oreign Government	t Involvement				
oreign Agent Registration					
_	sor is not a foreign government.				
-	sor is not an entity that is owned or ope	erated by a foreign governme	ent		
	sor does not receive funding from a fore				
T certify that the spons	or does not receive funding from a low	sign government.	î.		
comments					
None Entered					
				*	

Signature Page

0000000002630

The signature page is below.

organizations.

The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point

throughout the trip

a one-day event (exclusive of			76 () () () () () () () ()
tay) and no registered lobby	rists or agents	United States) or seven days United States), and no lobbyis will accompany the Member, of	s (for trips inside the continenta (for trips outside the continental st or agents of a foreign principa officer, or employee at any point
		, -	
- 1		and one overnight stay) and rof a foreign principal will acco	no registered lobbyists or agents mpany the Member, officer, or
	0	and two overnight stays) and agents of a foreign principal w	ill accompany the Member,
Recreational Activity	and No Alcohol		
d for will not include expend	itures for recreational a	activities.	
d for will not include expend	itures for alcohol, exce	pt as permitted by the Regulation	ons Governing Privately
aff from the House of Repres	sentatives will not rec	eive invitations.	
s below.			
rip Start Date/Time: /27/2023 @ 07:00 PM	\rightleftharpoons	•	
be accompanied by a	a family member	for whom the sponsor w	vill pay travel
•			
Per Member/Officer/Employe	эе: \$330.12 Ассотра	anying Family Member: \$0.00)	
	Transportation Type	Class	s Amount
pyee	Ground Transportation	n N/A	\$330.12
		0.655 per mile. Distance calculated	
	I will accompany the Membergment of the trip a one-day event (exclusive of tays) and no registered lobb principal will accompany the on any segment of the trip Recreational Activity of for will not include expended	a one-day event (exclusive of travel time tays) and no registered lobbyists or principal will accompany the Member, on any segment of the trip Recreational Activity and No Alcohol d for will not include expenditures for recreational add for will not include expenditures for alcohol, exces aff from the House of Representatives will not recreated below. The Start Date/Time: 127/2023 @ 07:00 PM The accompanied by a family member of the properties of the pro	I will accompany the Member, officer, or gment of the trip a one-day event (exclusive of travel time tays) and no registered lobbyists or principal will accompany the Member, on any segment of the trip The trip is limited to a one-day and one overnight stay) and no fa foreign principal will accompany the Member, on any segment of the trip The trip is limited to a one-day and one overnight stay) and no fa foreign principal will accompany the Member, on any segment of the trip The trip is limited to a one-day and two overnight stays) and agents of a foreign principal will accompany the Member, on any segment of the trip Recreational Activity and No Alcohol d for will not include expenditures for recreational activities. d for will not include expenditures for alcohol, except as permitted by the Regulation aff from the House of Representatives will not receive invitations. Trip End Da 04/29/2023 @ 07:00 PM O4/29/2023 @ 07:00 PM Dependent of the trip United States), and no lobbyis will accompany the Member, of throughout the trip The trip is limited to a one-day and one overnight stay) and no fa foreign principal will accompany the Member, of a foreign principal will accompany to a foreign principal will accompany the M

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0000000002632

Date: May 09, 2023

RECEIVED BY: SECRETARY OF THE SENATE

Cost Exceed Per Traveler Type Check-In Check-Out Facility City State Country Nights Cost/Night Dlem 2 \$96.00 Member/Officer/Employee 04/29/2023 White No 04/27/2023 The West United Sulphur Virginia States Greenbrier Resort Springs

Meals (Per Member/Officer/Employee: \$93.00 | Accompanying Family Member: \$93.00)

							,			Cost Exceeds Per
Traveler Type	Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Diem
Member/Officer/Employee	04/27/2023	\$0.00	\$0.00	\$26.00	\$0.00	\$26.00	White Sulphur Springs	West Virginia	United States	No ·
Accompanying Family Member	04/27/2023	\$0.00	\$0.00	\$26.00	\$0.00	\$26.00	White Sulphur Springs	West Virginia	United States	No .
Member/Officer/Employee	04/28/2023	\$13.00	\$15.00	\$26.00	\$0.00	\$54.00	White Sulphur Springs	West Virginia	United States	No
Accompanying Family Member	04/28/2023	\$13.00	\$15.00	\$26.00	\$0.00	\$54.00	White Sulphur Springs	West Virginia	United States	No
Member/Officer/Employee	04/29/2023	\$13.00	\$0.00	\$0.00	\$0.00	\$13.00	White Sulphur Springs	West Virginia	United States	No
Accompanying Family Member	04/29/2023	\$13.00	\$0.00	\$0.00	\$0.00	\$13.00	White Sulphur Springs	West Virginia	United States	No •

Reasonable Miscellaneous Expenses (Per Member/Officer/Employee: \$0.00 | Accompanying Family Member: \$0.00)

Traveler Type	Expense Type	Amount	Notes
There are no miscellaneous expenses.			

Additional Attachments All additional attachments are below.

Document Name

Sample Email Invitation

Date: May

09,

2023

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PRIVATELY SPONSORED TRAVEL

SPONSOR SIGNATURE PAGE

I hereby certify that the information submitted in connection with the trip listed below is true, complete, and correct to the best of my knowledge and belief.

Trip Name:	Senate Republican Chiefs of Staff & Committee Staff Directo April 27 - 29, 2023 The Greenbrier Resort, 101 Main Street West, White Sulphu					
Travel Date(s):						
Travel Destination(s):						
Sponsor:	Senate Working Group					
James Kimmey		Executive Director				
(printed name of	f sponsor representative)	(title)				
Tsignature of sp	onsor representative)	3/1/2023 (date)				

Date: May

2023 Senate Republican Chiefs of Staff & Committee Staff Director's Summit

Invitees

Steve Abbott	Chief of Staff	Senator Susan Collins (R-ME)
Michelle Altman,	Chief of Staff	Senator James Lankford (R-OK)
Geoff Antell	Chief of Staff	Senator John Thune (R-SD)
Clay Armentrout	Chief of Staff	Senator Katie Britt (R-AL)
Allyson Bell	Chief of Staff	Senator Mile Lee (R-UT)
Drew Brandewie	Chief of Staff	Senator John Cornyn (R-TX)
Joel Brubaker	Chief of Staff	Senator Shelley Moore-Capito (R-WV)
Larry Burton	Chief of Staff	Senator Dan Sullivan (R-AK)
Benjamin Cantrell	Chief of Staff	Senator Markwayne Mullin (R-OK)
Craig Carbone	Chief of Staff	Senator Rick Scott (R-FL)
Terry Carmack	Chief of Staff	Senator Mitch McConnell (R-KY)
Steve Chartan	Chief of Staff	Senator Ted Cruz (R-TX)
Kyle Chase	Chief of Staff	Senator Mike Rounds (R-SD)
John Connell	Chief of Staff	Senator Todd Young (R-IN)
Doug Coutts	Chief of Staff	Senator Tom Cotton (R-AR)
Aaron Cummings	Chief of Staff	Senator Chuck Grassley (R-IA)
Blandon David	Staff Director	Committee on Aging
Kolan Davis	Staff Director	Committee on Budget
Doug Davis	Chief of Staff	Senator Cindy Hyde-Smith (R-MS)
Tony Eberhard	Chief of Staff	Senator John Hoeven (R-ND)
Fitz Edler	Staff Director	Committee on Agriculture
Sean Farrell	Chief of Staff	Senator Marsha Blackburn (R-TN)
Kaleb Froehlich	Chief of Staff	Senator Lisa Murkowski (R-AK)
Lisa Goeas	Chief of Staff	Senator Joni Ernst (R-IA)
Brad Grantz	Staff Director	Committee on Commerce
Mark Gruman	Chief of Staff	Senator Kevin Cramer (R-ND)
Mary Blanche Hankey	Chief of Staff	Senator Tommy Tuberville (R-AL)
Jennifer Heins	Chief of Staff	Senator Chuck Grassley (R-IA)
William Henderson	Chief of Staff	Senator Rand Paul (R-KY)
Toni-Marie Higgins	Chief of Staff	Senator John Boozman (R-AR)
Shannon Hines	Staff Director	Committee on Appropriations
Liz Johnson	Chief of Staff	Senator Mitt Romney (R-UT)
Josh Kelley	Chief of Staff	Senator Mike Braun (R-IN)
James Kelly	Chief of Staff	Senator Jerry Moran (R-KS)
Tucker Knott	Chief of Staff	Senator Ted Budd (R-NC)

Dan Kunsman Chief of Staff Senator John Barrasso (R-WY) **Emily Leviner** Chief of Staff Senator Deb Fischer (R-NE) Committee on HELP Staff Director Amanda Lincoln Neri Martinez Chief of Staff Senator Tim Scott (R-SC) Senator John Thune (R-SD) Jessica McBride Chief of Staff Matt Miltenberger Chief of Staff Senator Peter Ricketts (R-NE) Staff Director Senate Republican Conference Committee

Arjun Mody Chief of Staff Senator Marco Rubio (R-FL) Mike Needham Chief of Staff Senator John Thune (R-SD) Rvan Nelson Lila Nieves-Lee Staff Director Committee on Banking Senator Thom Tillis (R-NC) Shil Patel Chief of Staff Chief of Staff Senator Eric Schmitt (R-MO) Jimmy Peacock Chief of Staff Senator Lindsey Graham (R-SC) Richard Perry James Quinn Chief of Staff Senator Bill Cassidy (R-LA) Senator JD Vance (R-OH) Jacob Reses Chief of Staff

Gregg Richard

Staff Director

Committee on Finance

Michelle Richardson

Chief of Staff

Senator Roger Wicker (R-MS)

Sean Riley

Chief of Staff

Senator Ron Johnson (R-WI)

Brent Robertson

Chief of Staff

Senator Roger Marshall (R-KS)

Richard Russell Staff Director Committee on Energy

Rachelle Schroeder Staff Director Committee on Rules and Administration

Chris Socha Staff Director Committee on Foreign Relations
Sharon Soderstrom Chief of Staff Senator Mitch McConnell (R-KY)

Matt Sommer Staff Director Committee on Aging

Chief of Staff Senator John Kennedy (R-LA) **David Stokes** Adam Telle Chief of Staff Senator Bill Hagerty (R-TN) Chief of Staff Senator Steve Daines (R-MT) **Darin Thacker** Committee on Environment Adam Tomlinson Staff Director Staff Director Committee on Veterans Affairs Jon Towers Chief of Staff Senator Cynthia Lummis (R-WY) Kristin Walker Committee on Intelligence Brian Walsh Staff Director

John WasonStaff DirectorCommittee on Armed ServicesChris WeihsChief of StaffSenator Josh Hawley (R-MO)Meredith WestStaff DirectorSmall Business & Entrepreneurship Comm.

Susan Wheeler Chief of Staff Senator Mike Crapo (R-ID)
Ryan White Chief of Staff Senator James Risch (R-ID)
Kristi Williams Staff Director Committee on Indian Affairs

0000000002637 RECEIVED BY: SECRETARY OF Date:

RE-1 Employee Pre-Travel Authorization

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved.

Date/Time Stamp

2023

Name of Traveler:

JOHN CONNELL

Employing Office/Committee:

YOUNG, TODD

Private Sponsor(s):

Senate Working Group

Destination(s):

White Sulphur Springs, West Virginia

Travel Dates:

04/27/2023 to 04/29/2023

NOTE: If you plan to extend the trip for any reason you must notify the Committee.

Explain how this trip is specifically connected to the traveler's official or representational duties.

COS Annual Summit

Do you have an accompanying family member or spouse on this trip?

Name and Relationship to Traveler:

No

I certify that the information contained in this form is true, complete and correct to the best of my knowledge.

4/19/23

Signature of Employee

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER

(President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate.

3/22/23, 7:21 PM

Invitation: 2023 Senate GOP Chiefs & Staff Director's Summit

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prompted. Once you answer each question within the registration process, you will be sent a confirmation email with additional details, including a calendar invite.

Registration link: https://www.senateworkinggroup.org/2023-swg-summit

Access Code: 2023summit

Step 2: Submit Ethics Packet by Friday, March 24, 2023!

To comply with Ethics' rules, you will need pre-authorization from the Select Committee on Ethics. By following "Step 1" and registering for the event, you will be sent Senate Working Group's **Private Sponsor Travel Certification Form.** Once you receive the form, please submit it along with your completed **Employee Pre-Travel Authorization** form **by Friday**, **Friday**, **March 24**, **2023**.

Failure to submit your form 30 days prior to the event means we will be unable to cover the cost of your attendance and you would need to cover the cost personally.

Additionally, you must file your <u>Employee Post-Travel Disclosure of Travel Expenses</u> with the Office of Public Records within 30 days of your return – **submit by May 29, 2023**.

Finally, we understand your attendance is pending Ethics' approval. More information on the retreat will be sent to you in the weeks leading up to the event. If you have any questions concerns, or need additional information, please contact me directly at (858) 336-0293 or james@senateworkinggroup.org.

Thank you for your consideration and I look forward to hearing from you!

Sincerely,

James



3/22/23, 7:21 PM

Invitation: 2023 Senate GOP Chiefs & Staff Director's Summit

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Senate Working Group 2023 Senate Republican Chiefs of Staff & Committee Staff Director's Summit April 27-29, 2023

Thursday, April 27, 2023
Opening Dinner Plenary
7:00 PM - 9:00 PM
Cameo Ballroom

Whether it's the economy or inflation, foreign policy, immigration, or government accountability, the group will hear from Governor Jim Justice of West Virginia and former Speaker of the House Newt Gingrich as they kick off the start to the Summit and share their thoughts on the current state of affairs and ways we can achieve a brighter future for the American people.

The Honorable Jim Justice, Governor, West Virginia

The Honorable Newt Gingrich, 50th Speaker of the United States House of Representatives

Friday, April 28, 2023 Breakfast Plenary 9:00 AM - 11:30 AM

Crystal Ballroom

Broken into two separate panel discussions, the group will hear from policy experts from various prominent think-tanks discussing government accountability and foreign policy, specifically the U.S. – China relationship. The first panel will be 60 minutes (30-minute discussion + 30-minute Q&A). The second panel will be 90 minutes (45-minute discussion + 45-minute Q&A).

Government Accountability

Matt Weidinger, Senior Fellow and Rowe Scholar, American Enterprise Institute

Kurt Couchman, Senior Fellow, Fiscal Policy, Americans for Prosperity

Mike Howell, Director, Oversight Project, The Heritage Foundation

Moderator: Jennifer Heins, Chief of Staff, Senator Chuck Grassley (R-IA)

Foreign Policy & China

Klon Kitchen, Nonresident Senior Fellow, American Enterprise Institute

Dr. Miles Yu, Director, China Center at the Hudson Institute & former China Advisor to U.S. Secretary of State Mike Pompeo

Morgan Ortagus, Founder of Polaris National Security & former Spokesperson for the U.S. Department of State

Moderator: Matt Miltenberger, Chief of Staff, Senator Pete Ricketts (R-NE)

JOHN CONNELL Page 15 of 20

Date: May 09, 2023

Lunch Plenary 12:30 PM - 2:00 PM

Chesapeake Ballroom

As newer Chiefs to the Senate with recently elected Senators, the purpose of this discussion is to share their experience transitioning into the role, sharing the differences between this role and their previous roles (i.e., House Chief of Staff, Legislative Director, or within the private sector), and the challenges or opportunities they see in the Senate, given their fresh perspective.

Clay Armentrout, Chief of Staff, Senator Katie Britt (R-AL)

Benjamin Cantrell, Chief of Staff, Senator MarkWayne Mullin (R-OK)

Tucker Knott, Chief of Staff, Senator Ted Budd (R-NC) (invited)

Jimmy Peacock, Chief of Staff, Senator Eric Schmitt (R-MO)

Moderator: Brent Robertson, Chief of Staff, Senator Roger Marshall (R-KS)

Afternoon Session 3:30 PM - 5:00 PM

Crystal Ballroom

A deep dive discussion into the issues and how they are being received at home. Featuring national pollsters, Ryan Munce of co/efficient and Travis Smith of Creative Direct, they will share their findings and showcase the trends amongst Americans. They will not discuss elections or campaign related content but will do a national deep dive into the issues that are important to Americans and how those issues may have changed or will continue to change.

Ryan Munce, co/efficient

Travis Smith, Creative Direct

Dinner Plenary 7:00 PM - 9:00 PM

Chesapeake Ballroom

The dinner will feature a keynote lecture and conversation with former Secretary of State Mike Pompeo, who will discuss America's role in the world along with the growing threat from China. This session will begin with a 30-minute networking reception, followed by a 90-minute discussion and Q&A with Secretary Pompeo.

The Honorable Mike Pompeo, 70th United States Secretary of State

Saturday, April 29, 2023 Breakfast Plenary 9:00 AM - 11:00 AM

Crystal Ballroom

Broken into two separate panel discussions, the group will hear from policy experts from various prominent think-tanks discussing the economy and inflation and a second panel on immigration & border security. Each panel will be broken down into 60-minute segments, giving each panel 45 minutes to introduce and discuss the issue, then will leave 15 or more minutes to take questions from the audience.

Economy/ Inflation

Dr. Michael Strain, Director of Economic Policy Studies & Arthur F. Burns Scholar in Political Economy, American Enterprise Institute

Marc Marie, Regulatory Policy Fellow, Americans for Prosperity

EJ Antoni, Research Fellow, Regional Economics, Center for Data Analysis, The Heritage Foundation

The Honorable **Dr. Michael Faulkender**, Chief Economist, America First Policy Institute & former Assistant Secretary for Economic Policy at the U.S. Department of the Treasury

Moderator: Allyson Bell, Chief of Staff, Senator Mike Lee (R-UT)

Immigration & Border Security

Director **Thomas Homan**, former Acting Director of the U.S. Immigration and Customs Enforcement & Visiting Fellow, Border Security and Immigration Center, The Heritage Foundation

The Honorable **Chad Wolf**, former Acting U.S. Secretary of Homeland Security, Executive Director, America First Policy Institute & Chair, Center for Homeland Security & Immigration, America First Policy Institute

Moderator: Sean Riley, Chief of Staff, Senator Ron Johnson (R-WI)

Summit Concludes

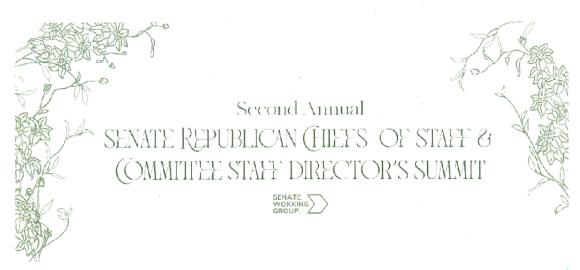
Date: May 09, 2023

From: Senate Working Group rsvp@senateworkinggroup.org Subject: Invitation: 2023 Senate GOP Chiefs & Staff Director's Summit

Date: February 23, 2023 at 9:47 AM

To: Senate Republican Chief of Staff or Staff Director

View this email in your browser



2023 Senate Republican Chiefs of Staff & Committee Staff Director's Summit

Dear Chief of Staff or Staff Director,

On behalf of Senate Working Group, we would like to cordially invite you and your spouse (or guest) to the *Senate Republican Chiefs of Staff & Committee Staff Director' Summit.* The event will be held **April 27 - 29, 2023 at The Greenbrier Resort in White Sulphur Springs, West Virginia**.

The *Summit* is the largest concentration of Republican Senate Chiefs of Staff and Committee Staff Directors outside of Washington, D.C. Bringing together our country's leaders, policy experts, and thought leaders beyond the confines of our nation's capital, this *Summit* serves to provide an educational deep dive into the issues affecting our country. In addition to the Chiefs of Staff, Staff Directors, and their guests, Senate Working Group members will also attend portions of the event.

Senate Working Group is a registered 501(c)(4) nonprofit organization dedicated to providing educational resources to Senate Staff. Founded in 2021, Senate Working Group hosts numerous educational trainings, workshops, and networking events throughout the year, including its signature *Chief's Summit*. Senate Working Group does not employ or hire lobbyists and is funded solely by private and corporate donations.

Step 1: Register for the event!

Senate Working Group will coordinate all logistical arrangements for the *Summit*, including room reservations, meals, mileage reimbursement, meetings, and other activities during the event. Senate Working Group will happily cover the cost of participation for each invitee and their spouse (or guest). You are welcome to bring your children, though you will be responsible for the cost of their participation. All reservations must be made through Senate Working Group.

To register, please click the below link and add the corresponding access code when prompted. Once you answer each question within the registration process, you will be sent a confirmation email with additional details, including a calendar invite.

Registration link: https://www.senateworkinggroup.org/2023-swg-summit

Access Code: 2023summit

Step 2: Submit Ethics Packet by Friday, March 24, 2023!

To comply with Ethics' rules, you will need pre-authorization from the Select Committee on Ethics. By following "Step 1" and registering for the event, you will be sent Senate Working Group's **Private Sponsor Travel Certification Form**. Once you receive the form, please submit it along with your completed **Employee Pre-Travel Authorization** form **by Friday, Friday, March 24, 2023**.

Failure to submit your form 30 days prior to the event means we will be unable to cover the cost of your attendance and you would need to cover the cost personally.

Additionally, you must file your <u>Employee Post-Travel Disclosure of Travel</u>
<u>Expenses</u> with the Office of Public Records within 30 days of your return – **submit by May 29, 2023**.

Finally, we understand your attendance is pending Ethics' approval. More information on the retreat will be sent to you in the weeks leading up to the event. If you have any questions, concerns, or need additional information, please contact me directly at (858) 336-0293 or <a href="mailto:image:ima

Thank you for your consideration and I look forward to hearing from you!

Sincerely,

James



RECEIVED BY: SECRETARY OF THE SENATE Date: May 09, 2023



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This is the Senate Working Group

Our mailing address is:
Senate Working Group
1100 New Jersey Ave SE
Ste 2275
Washington, DC 20003-3302

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